

Redirection of Funds Request Example

Place on state stationery and remember to include award number and obtain dual signatures. Note: If you are redirecting more than 25% of your total award or if your request involves the contractual category, you must obtain approval from CDC.

Name of Current GMO
Grants Management Officer
Procurement and Grants Office
2920 Brandywine Road, Suite 3000
Mail stop E-18
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU _____
Program Announcement 03022
Component 5—Arthritis
Request to Re-direct funds

Dear _____:

This letter is to request a budget redirect under the cooperative agreement listed above. The reason for this request is _____.

The redirection(s) remains within the scope of the program announcement and will be used to support the ongoing activities of our cooperative agreement. Below is an itemized budget with justification that identifies the categories and amounts affected by this request.

If you have any questions regarding this request, please contact me at _____.

Sincerely,

_____/s/
Principle Investigator/Director

_____/s/
Business Official

BUDGET REDIRECT REQUEST

Award Number U58/CCU _____ Year _____

	Awarded Budget	Redirected	Revised Budget	Justification
Salaries				
Project Coordinator	\$49,000	\$0	\$49,000	
Epidemiologist	\$8,000	\$0	\$8,000	
Administrative				
Support	\$6,089	(\$6,089)	\$0	Hiring freeze—position not filled
Fringe Benefits @ 25%	\$15,772	(\$1,522)	\$14,250	
Supplies	\$2,500	\$0	\$2,500	
Travel			\$0	
Out of State	\$862	\$524	\$1,386	Adding \$ for grantee conference— underestimated airline flight cost
In of State	\$5,000	(\$1,200)	\$3,800	Fewer in-state trips than anticipated
Other			\$0	
Training	\$1,026	\$0	\$1,026	
Printing	\$3,800	(\$1,115)	\$2,685	Over-budgeted initial cost estimate
Posters	\$100	\$0	\$100	
Contractual Costs			\$0	
Contractor A	\$20,000	\$9,402	\$29,402	Contracting for additional PACE and ASHC training sessions
Contractor B	\$10,229	\$0	\$10,229	
Total Direct Costs	\$122,378	(\$0)	\$122,378	
Indirect Costs	\$8,566	(\$0)	\$8,566	
Total	\$130,945	(\$0)	\$130,944	